Transport of Classified Materials

PACKAGING CLASSIFIED FOR TRANSPORT

- **Double wrap in non see-through materials**
- **Place classification marking on inner layer**
- **Do not indicate classification on outside layer**
- **Seal package in such a way that tampering can be detected (packing tape on all seams)**
- **Address package to an official address, not to a person**

HANDCARRYING CLASSIFIED

- **Double wrap the materials**
- **Keep materials under constant surveillance and personal possession (just like a weapon)**
- **Do not place in detachable storage compartment, e.g. auto trailer, luggage rack, etc.**
- **Store overnight only at a U.S. government facility or cleared contractor facility with storage capability (DOC, S2/G2 Vault, GSA approved safe)**
- **Have courier card / memo authorizing transport**

HANDCARRYING CLASSIFIED

- **Leave an inventory list (DA Form 3964) of materials being handcarried with your unit S2**
- **Get briefed prior to departure**
- **If using a commercial airline:**
  - **Coordinate with the airline before leaving**
  - **Have ID and letter of authorization (see your S2/G2)**
  - **Allow x-raying but do not allow direct access to the information**
  - **Use U.S. flag carrier or allied flag carrier if U.S. is not available**

HANDCARRYING CLASSIFIED

- **Courier orders required for travel outside an assigned installation. Appropriate courier authorization forms:**

  - Travel within the country of assignment

    DD form 2502, Courier Authorization Card

  - Travel across international boundaries:

    AE Form 380-5E-R in English plus the appropriate German, Italian, Turkish or Greek, translation

  - Travel within your base:

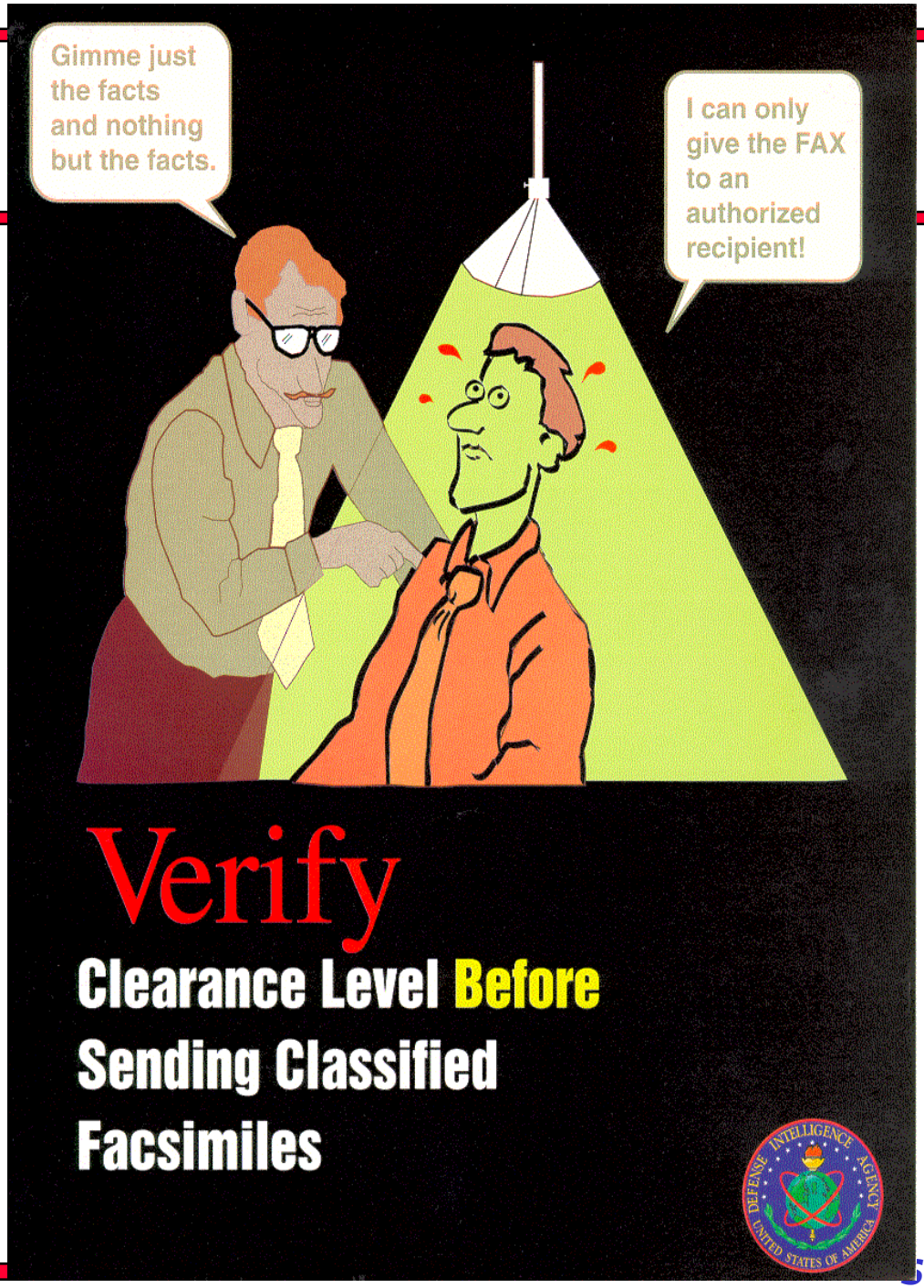
    Does not require courier orders; however, supervisor's permission required to transport classified material within your post

HANDCARRYING CLASSIFIED

- **Be discreet; do not attract attention**
- **Place the materials in a nondescript envelope or container**
- **Place classified cover sheet (SF 701, 704, or 705) on materials prior to placing in envelope to remind yourself and recipient that materials are classified**

FAXING CLASSIFIED

- **Use only a secure FAX unit**
- **Follow encryption procedures for secure FAX**
- **Before transmitting, ensure an authorized person is available to receive the transmission**
- **Remain with the FAX until the transmission or reception is complete**


Gimme just the facts and nothing but the facts.
I can only give the FAX to an authorized recipient!
Verify
Clearance Level Before
Sending Classified
Facsimiles
DEFENSE INTELLIGENCE AGENCY
UNITED STATES OF AMERICA

COMMON ERRORS

- **Leave classified USR data in car trunk while inside Burger King - NO GO**
- **FAX classified document via nonsecure line – NO GO**
- **Carry classified OPLAN across post in a stack of papers – NO GO**
- **During a visit to DISCOM, stuff a classified document in a helmet bag and accidentally take it home – NO GO**
- **Send a classified document to another office via post distro system – NO GO**
- **Email classified over unsecure email system – NO GO**

QUESTIONS?

- **Refer to AR 380-5 and USAREUR Supp 1 to AR 380-5**
- **Contact the your S2**